



Brown County How Do I Guide

System Practices

Job Function	County Information
Intake	<ul style="list-style-type: none"> When populating the Person Search window, if the person's name is not known, the worker should enter "Unknown" as the First Name and Last Name. The Information and Referral function will not be used.
Initial Assessment	<ul style="list-style-type: none"> The Assessment Extension function will not be used.
Court/Out of Home Placement	<ul style="list-style-type: none"> Court Reports will not be completed in WiSACWIS; they will be completed offline. The CPS Placement Request function will not be used.
Case Maintenance	<ul style="list-style-type: none"> The In Home Services function will not be used. Only the Medical Profile tab of the Medical/Mental Health window will be used.
Provider Management	<ul style="list-style-type: none"> The Recruitment function will not be used.
Ongoing	<ul style="list-style-type: none"> The Workload Measurement function will not be used. The Permanency Plan Review, Visiting Plan, Final Family Assessment, Case Closure Summary, and County Child Welfare Report templates will not be used in WiSACWIS.
Financial	<ul style="list-style-type: none"> Title IV-E Eligibility will be performed by Maximus.
Templates	<ul style="list-style-type: none"> When completing work within WiSACWIS access templates prior to approval. Once work is approved, templates that have not been previously accessed for that work cannot be opened.

Ticklers

Tickler Name	How is it created?	How is it removed?	When does it display on my Ticklers tab?
Assessment Due	When the Protective Services Report is linked to an existing case or used to create a case.	When the supervisor approves the assessment.	The Assessment is due 60 days from the date the PS Report is screened in by the supervisor. This tickler will display on the worker's Tickler tab 14 days before the Date Due.
Home License About To Expire	When a home provider license is created.	When the status of the license is changed to Renewed, Revoked, Closed or Expired.	The Home Provider License expiration date is based on the date entered in the Effective To Date on the Home Provider License window. This tickler will display on the worker's Tickler tab 65 days before the expiration date.
Permanency Plan Due	When an Out of Home Placement is created, a date is entered in the 'Date removed from his or her home' field, and the placement is approved.	This tickler can be deleted: when a permanency plan has received supervisory approval; the Out of Home Placement is ended and the 'Discharge Reason' field completed; or the Out of Home Placement is ended with reason 'Placement made in error.'	The Permanency Plan is due 60 days from the child's initial placement date. This tickler will display on the worker's Tickler tab 14 days before the Date Due.
Permanency Plan Review	When an Out of Home Placement is created, a date is entered in the 'Date removed from his or her home' field, and the placement is approved.	<p>When an Administrative Review Meeting is scheduled and the Meeting Completed checkbox is checked, the tickler is reset for one year from the date of the Administrative Review meeting. When a Legal Status with a legal action of 'Permanency Plan Review (6 months)', and Hearing Date is entered, and the verified checkbox is checked, the tickler is reset for one year from the Hearing Date. When a Legal Status with a legal action of 'Permanency Plan Hearing (annual)', a Hearing date is entered, and the verified checkbox is checked, the tickler is reset to the earliest of three dates. Either one year from the Date of the Administrative Review meeting completed; one year from the date entered into the Hearing Date field on the Legal Status window with the action value of Permanency Plan Review (6 months); or six months from the date entered into the 'Hearing Date' field on the Legal Status window where the Legal Action is 'Permanency Plan Hearing (annual)' and the verified checkbox is checked.</p> <p>The original tickler is deleted, and NO new tickler is created when: the Out of Home Placement is ended the 'Discharge Reason' field is completed; or the Out of Home Placement is ended with reason: 'Placement made in error.'</p>	The Permanency Plan Review is due 6 months from the date the Out of Home Placement with a date entered in the 'Date removed from his or her home' field is approved. This tickler will display on the worker's Tickler tab 45 days before the Date Due.



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Permanency Plan Hearing	When an Out of Home Placement is created, a date is entered in the 'Date removed from his or her home' field, and the placement is approved.	When an Administrative Review Meeting is scheduled, and the Meeting Completed checkbox is checked; or a Legal Status with a legal action of 'Permanency Plan Review (6 months)', and Hearing Date is entered, and the verified checkbox is checked, the tickler will be reset to the earliest of three dates. Either six months from Administrative Review meeting date; or six months from Hearing date on the Legal Status; or one year from the 'Date removed from his or her home' field on the Out of Home Placement for the first tickler created. When a Legal Status with a legal action of 'Permanency Plan Hearing (annual)' is entered, a Hearing date is entered, and the verified checkbox is checked, the tickler is reset for one year from the date entered in the Hearing Date field. The original tickler is deleted, and NO new tickler is created when: the Out of Home Placement is ended and the 'Discharge Reason' field is completed; or the Out of Home Placement is ended with reason: 'Placement made in error.'	The Permanency Plan Hearing is due 1 year from the date the Out of Home Placement with a date entered in the 'Date removed from his or her home' field is approved. This tickler will display on the worker's Tickler tab 60 days before the Date Due.
Spend Down Needed (non-FFP)	When the ledger balance exceeds a certain percentage of a statewide maximum balance for a non-FFP Child. The current WiSACWIS settings are 100% of \$1,500.	When the ledger balance drops back below the non-FFP maximum balance settings the tickler will be deleted. A non-FFP child is not Title IV-E eligible, or is eligible, but not reimbursable. A worker must have an assignment to the case where the Assignment Type is "Trust Account."	This tickler will display on the worker's Tickler tab on the date the balance exceeds the statewide maximum.
Spend Down Needed (FFP)	When the ledger balance exceeds a certain percentage of a statewide maximum balance for a FFP Child. The current WiSACWIS settings are 100% of \$1,500.	When the ledger balance drops back below the FFP maximum balance settings the tickler will be deleted. A FFP child is Title IV-E eligible and reimbursable. A worker must have an assignment to the case where the Assignment Type is "Trust Account."	This tickler will display on the worker's Tickler tab on the date the balance exceeds the statewide maximum.
Voluntary Placement Agreement – Group Home	When the worker creates a VPA-Group Home using the Agreements and Notices window.	When the worker checks the Agreement Concluded checkbox and enters an end date in the "Agreement End Date" field on the Agreements and Notices window the tickler is deleted.	The Voluntary Placement Agreement – Group Home is due 180 days from the creation of the placement. This tickler will display on the worker's Tickler tab 30 days before the Date Due.
Voluntary Placement Agreement – Foster Home	When the worker creates a VPA-Foster Home using the Agreements and Notices window.	When the worker checks the Agreement Concluded checkbox and enters an end date in the "Agreement End Date" field on the Agreements and Notices window the tickler is deleted.	The Voluntary Placement Agreement – Group Home is due 180 days from the creation of the placement. This tickler will display on the worker's Tickler tab 30 days before the Date Due.



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